

City of Fort Worth, Texas Job Description

Classification Title	Sustainability Administrator		
Job Code:	PR2631	Job Family:	Professional
Pay Grade	612	Date Reviewed:	07/08/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, assigns and supervises activities and operations necessary to develop, implement, and track sustainability program initiatives; coordinates assigned activities with other divisions and departments; ensures work quality and adherence to City policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Analyzes, recommends, facilitates, and coordinates sustainability initiatives addressing issues such as: air, water quality, energy, water conservation, renewable energy, green power, carbon and ecological foot-printing; high-performance green building, adaptive reuse and urban sprawl; fleet selection and transportation systems, and waste disposal and recycling.
3. Assumes management responsibility for assigned activities and operations in development, implementation, tracking, performance and reporting of program initiatives approved as economically and environmentally responsible and socially equitable.
4. Manages and participates in the development and implementation of goals, objectives, policies and priorities for program initiatives; recommends and administers policies and procedures; reviews, updates and implements program design changes.
5. Solicits program funding as available from Federal, State, local and other sources; manages and reports on grant and other funding secured in accordance with contract terms and conditions; coordinates such funding actions with City policies and procedures.
6. Establishes milestones, schedules, and methods for program management; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

7. Negotiates, secures and monitors program contracts; assigns, coordinates, and supervises licensed professionals and contractors; reviews and authorizes payment requests.
8. Monitors and evaluates the effectiveness of program initiatives, methods and procedures; recommends, within City policy, appropriate service and staffing levels.
9. Participates in the selection of personnel; provides or coordinates staff training; work with subordinate staff to correct deficiencies; implements disciplinary procedures as necessary; performs administrative duties pertaining to personnel issues.
10. Attends and participates in program-related professional group meetings and conferences; speaks before civic, community, governmental and professional groups to explain and promote the program initiatives.
11. Participates in senior level staff conferences, and represents the program at meetings with other agencies, City departments, and private organizations.
12. Serves as the liaison for divisions, departments, management, and outside agencies; represents the City in service on community boards, commissions, and committees; prepares and presents reports and other necessary correspondence for City representation.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services, and activities of program initiatives.
 - Principles and practices of program development and administration.
 - Sustainability & facilities management best practices.
 - Utility data acquisition, analysis, and warehousing.
 - Principles and practices of municipal budget preparation and administration.
 - Principles of supervision, training, and performance evaluation.
 - Principles and practices of business and economic development.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Personnel management.
 - Microsoft Office.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Plan, organize and direct the work of subordinate co-workers.
 - Select, supervise, train, and evaluate subordinate co-workers.
 - Lead and direct the operations, services, and activities of the program.
 - Identify issues, concerns, and needs of the program.
 - Respond to City staff and the community about expressed program concerns.

- Develop and administer goals, objectives, and procedures.
- Prepare clear and concise program reports.
- Prepare large and complex budgets.
- Analyze issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of program goals.
- Research, analyze, and evaluate potential service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in architecture, engineering, environmental, urban planning, business administration, public administration or a related field and five years of increasingly responsible experience in program fields such as transportation and public works, planning and development, economic and community development, and environmental management, including two years administrative and supervisory responsibility.

OTHER REQUIREMENTS

Possession of Certified Sustainable Development Professional (CSDP) credential, as administered through the Association of Energy Engineers, or the ability to obtain the CSDP credential within six months of employment is required.

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.